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## DUTIES OF NURSES ON PRIVATE WARDS<sup>1</sup>

(Instructions to Pupils for Which the Head Nurse Must Hold Herself Responsible)

BY EFFIE J. TAYLOR, R.N.

### 1.—In receiving patient.

Open bed when notified of patient's admission. First note patient's comfort. Ask to be seated.

Assist patient to undress if necessary.

Put away clothing in wardrobe and bureau.

See that water pitcher is filled if washstand is in room.

If patient has come from a distance, she may be refreshed by bathing face and hands.

Get fresh drinking water.

Explain the use of bells.

Admission slip verified in the usual way.

If the patient has been traveling and needs nourishment, get orders concerning diet.

### 2.—Daily.

#### *Morning care of patient.*

The manner of bathing.

If patient is allowed tub bath, first go to bathroom and see that tub is scrubbed out.

Draw water at desired temperature.

Place bath mat on floor beside tub.

Assist patient to bathroom with wash cloths, towels and soap.

Return to room and make bed and straighten room.

Assist patient from bathroom and put to bed.

Clean out tub and leave bathroom

in perfect order.

Comb patient's hair or assist if the patient wishes to do this herself.

### 3.—The bed bath.

The general manner of giving a bed bath is the same as on public wards.

Clear off bedside table, removing cover, and cover table with a towel. Place toilet articles from washstand on table.

Use china basin for entire bath.

Use two pitchers of water (large one filled with hot water, small one filled with cold water).

Bring slop jar to bedside table.

Bring water to desired temperature and change frequently during the bath.

If the weather is cold, place a bed blanket over the bath blanket during the bath.

For male patients, always ring for orderly to finish the bath.

### 4.—Preparation of patients for meals.

#### (a) *Before breakfast.*

If the morning bath has not been given, bathe the patient's face and hands.

Clean the teeth.

Comb the hair.

Straighten the bed clothes.

Bring fresh drinking water.

Place the patient in comfortable position to receive the tray and see that the bell is within reach.

#### (b) *Before dinner.*

Straighten bedside table.

<sup>1</sup>Presented at the Nursing and Health Alumnae meeting, Teachers College, New York, February, 1922.

See that fresh water is within reach.

Straighten bed and see that patient is in comfortable position.

Place bell within reach.

(c) *Before supper.*

Bring basin and pitcher of water to bedside and bathe patient's face and hands.

Adjust bed, bedside table and drinking water in usual manner.

Place bell within reach.

(d) *During meals.*

Visit patient's room to see that tray is properly placed and that patient has everything that is needed.

Assist the patient and feed when necessary.

(e) *After meals.*

Go to each patient's room and straighten bed and bedside table, placing magazines and books within reach.

Note ventilation.

Be observant of everything that will add to patient's comfort.

5.—To prepare the patients for the night.

Wash patient's face and hands.

Clean teeth.

Comb hair.

Rub patient's back and readjust bed clothes according to the usual instructions and be sure that before leaving the room the patient has everything to make her comfortable for the night.

6—Care of thermometers.

*This is the duty of the nurse who has the morning care of the patients.*

The thermometer is kept on bureau in each patient's room.

A small piece of absorbent cotton (not a screwed up pledget) is placed in the bottom of the glass and the glass filled with water. The thermometer and glass to be washed each day and fresh cotton and water placed in glass. Gauze squares to be kept under glass to be used to wipe off thermometer both before and after using.

Keep only a sufficient number of squares for use in one day.

A rectal thermometer should be kept in a small, wide-mouthed bottle with cotton and water in the bottle.

This should also be cleansed daily. A small tin box of vaseline should be kept for lubricating thermometer.

7.—Preparation of room for new patient.

Cleaned by orderly and maid.

Put fresh paper in all drawers.

Thermometer on bureau.

Alcohol and listerine on washstand.

In washstand drawer (curved basin, hot water bottle and covers, ice cap and cover, dressing rubber).

Clean towels and fresh soap on washstand.

In wardrobe drawer, clean bath blanket, porch blanket.

Fresh curtains at window.

Fresh screen covers and chair cover.

Make closed bed in routine way with rubber and draw sheet.

See that bell works and that electric light bulbs are in order.

Ask head nurse to inspect room, then lock door.

8.—Stripping room.

Go through drawers and give to

head nurse any articles left by patient.

If patient has been isolated, get instructions from head nurse.

Soak thermometer in bichloride solution 1-1000.

Blankets, pillows and mattress to be taken to porch and cared for in the routine way.

Chair covers exchanged at linen room.

Screen covers, curtains and all other linen to be stripped and placed in soiled linen chute.

- 9.—Always inform head nurse of everything concerning the patient and assume no responsibility for affairs

concerning the patient.

The nurse must make herself responsible for the orderly's work over the patient.

- 10.—Never enter a patient's room without first knocking on the door.

Never discuss personal affairs with a patient.

Never discuss ward work, hospital affairs or personnel with a patient.

Never stand at a patient's door and say, "Is there anything I can do for you?" A nurse should know what should be done to make the patient happy and comfortable and should not have to ask the patient.

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#### AN INVITATION FOR LEAGUE MEMBERS

The Executive Committee of the Council of the American Association for the Advancement of Science, at a recent meeting, voted cordially to invite the members of the National League of Nursing Education to attend its meetings. The meetings of the Association include sessions of many special scientific societies, representing every field of work, including education. It is the only large national convention in which the whole of science is represented. The next annual meeting will be held in Boston, December 26-30, 1922. One of the special features of that meeting will be a series of sessions on conservation, in the broadest sense of the term. Another special feature of the Boston meeting will be a programme dealing with those scientific fields that lie on the borders of the medical sciences, where medical and other sciences seem to overlap. Burton E. Livingstone, Smithsonian Institute Building, Washington, D. C., is the permanent secretary of the Association and will be glad to furnish membership blanks and any other desired information.